

<b>ORDER FOR SUPPLIES AND SERVICES</b>				REQUISITION/REFERENCE NUMBER EQ9PFS-19-0055		PAGE OF PAGES 1 3	
1. DATE OF ORDER 2019-09-18		2. ORDER NUMBER 47PK1619F0080		3. CONTRACT NUMBER GS-09-P-15-KS-A-7001		4. PDN NUMBER EP-47PK1619F0080	
<b>FOR GOVERNMENT USE ONLY</b>	<b>5. ACCOUNTING AND APPROPRIATION DATA</b>						
	FUND	FUNCTION CODE	B/A CODE	CC-A	C/E CODE	FY	REGION
	CC-B	PROJ./PROS NO.	O/C CODE	ORG. CODE	W/ITEM	PRT./CRFT	
6. TO: CONTRACTOR (Name, address and zip code) URBAN SERVICES GROUP, INC. 120 HAMMOND DR NE ATLANTA, GA 30328 USA CAGE Code: 1H1V6					<b>7. TYPE OF ORDER</b>		
					A. <input type="checkbox"/> PURCHASE Please furnish the following on the terms and conditions specified on the order and the attached sheets, if any, including delivery as indicated.		
					B. <input type="checkbox"/> DELIVERY (For Supplies) This delivery order is issued subject to the terms and conditions of the above numbered contract.		
					C. <input checked="" type="checkbox"/> TASK ORDER (For Services) This task order is issued subject to the terms and conditions of the above numbered contract.		
					D. MODIFICATION NUMBER      AUTHORITY FOR ISSUING		
8A. Data Universal Numbering System (DUNS) Number 933708141		8B. Taxpayer Identification Number (TIN)		Except as provided herein, all terms and conditions of the original order, as heretofore mentioned, remain unchanged.			
9A. BUSINESS CLASSIFICATION <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. SMALL DISADVANTAGED <input type="checkbox"/> d. WOMAN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL <input type="checkbox"/> g. VETERAN <input type="checkbox"/> h. SERVICE DISABLED VETERAN				9B. START DATE: 9/18/2019 9C. COMPLETION DATE: 1/31/2019			
10. ISSUING OFFICE (Address, Zip Code, and Telephone Number) GSA, PBS, San Francisco Service Center Sansome Field Office, 9PFS 90 7th Street, Ste 3-510 San Francisco, CA 94103-6704 USA			11. REMITTANCE ADDRESS (MANDATORY) URBAN SERVICES GROUP 120 HAMMOND DRIVE  ATLANTA, GA 30328-4806		12. SHIP TO (Consignee Address, Zip Code and Telephone Number)		
13. PLACE OF INSPECTION AND ACCEPTANCE Sansome Field Office, 9PFS 90 7th Street, Ste 3-510 San Francisco, CA 94103-6704				14. REQUISITION OFFICE (Name, Symbol and Telephone Number) GSA, PBS, San Francisco Service Center Sansome Field Office, 9PFS 90 7th Street, Ste 3-510			
15. F.O.B. POINT		16. GOVERNMENT B/L NUMBER		17. DELIVERY F.O.B. POINT		18. PAYMENT/DISCOUNT TERMS	
<b>19. SCHEDULE</b>							
ITEM NUMBER (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)		
	See below for additional information						
20. RECEIVING OFFICE (Name, Symbol and Telephone Number)				TOTAL FROM 300-A(s)	▶	\$9,539.91	
21. MAIL INVOICE TO: (Electronic Invoice Preferred) GENERAL SERVICES ADMINISTRATION BCFA PBS Payments Branch P.O. Box 17181 Ft. Worth, TX 76102-0181			22. GROSS SHIP WEIGHT		GRAND TOTAL	▶	\$9,539.91
			23. SHIPPING POINT				
			24A. FOR INQUIRIES REGARDING PAYMENT CONTACT: laura.rodriguez@gsa.gov			24B. TELEPHONE NUMBER 415-436-8755	
25A. NAME AND TITLE OF OFFEROR/CONTRACTOR Eric Flax - Dir. of Corp. Services			26A. UNITED STATES OF AMERICA (NAME OF CONTRACTING/ORDERING OFFICER) Amanda Sweeney				
25B. SIGNATURE e-Signed by Eric Flax on 2019-09-19		25C. DATE SIGNED 2019-09-19		26B. SIGNATURE e-Signed by amanda sweeney on 2019-09-18		26C. DATE SIGNED 2019-09-18	

## GSA300 List of Accounting Strings

Accounting String	Amount Obligated
EP-47PK1619F0080.2019.192X.09.P092S430.PG61.PGA41.K02..CA0305ZZ.....	\$9,539.91

**ORDER FOR SUPPLIES AND  
SERVICES (Continuation)**

**THIS NUMBER MUST APPEAR ON ALL PACKAGES AND PAPERS  
RELATING TO THIS ORDER**

**PAGE 3  
OF  
PAGES 3**

PDN NUMBER

DATE

9/18/2019

ORDER NUMBER

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
0001	SFFB Security Lighting for Annex and Cafe Contractor to provide all materials, labor and oversight to install additional lights per attached SOW EP-47PK1619F0080.2019.192X.09 P092S430.PG61.PGA41.K02..CA0305ZZ ..... Obligated: \$9,539.91  PoP: 09/17/2019 - 01/30/2020	(b) (4)			

# RECEIVING REPORT

**IMPORTANT:**

- \* This form must be received in the payment office within 5 workdays of acceptance.
- \* Acceptance must take place within 7 calendar days of delivery or completion of work unless a different inspection/ acceptance period is stated in the contract. Explain in block 8 if acceptance is longer than stated in the contract.
- \* Invoices received must be time stamped to indicate the date of receipt.

**SECTION 1 - CONTRACT IDENTIFICATION**

1. NAME OF CONTRACTOR

URBAN SERVICES GROUP, INC., 120 HAMMOND DR NE ATLANTA, GA 30328 USA

2. PEGASYS DOCUMENT NUMBER

3. CONTRACT/PURCHASE ORDER NO.

EC2019111400172

47PK1619F0080 - EP-47PK1619F0080

**SECTION 2 - DESCRIPTION OF GOODS AND/OR SERVICES**

4A. ITEM NO.	4B. DESCRIPTION (For services, also give dates of service)	4C. QUANTITY
0001	Contractor to provide all materials, labor and oversight to install additional lights per attached SOW	9539.91

5. MAXIMUM PAYMENT AMOUNT	\$9,539.91	8. REMARKS
6. LESS DEDUCTION(S) FOR NONPERFORMANCE, ETC. (Explain in Item 8)	\$0.00	Inspected and accepted
7. MAXIMUM AMOUNT APPROVED FOR PAYMENT (Item 5 less Item 6)	\$9,539.91	

**SECTION 3 - CERTIFICATION(S)**

9. TYPE OF DELIVERY (Mark "X" in appropriate box)

☒ A. FULL☐ B. PARTIAL☐ C. FINAL PARTIAL**10. CERTIFICATION**

I CERTIFY THAT THE ABOVE GOODS AND/OR SERVICES HAVE BEEN RECEIVED ON (Date) 11/12/2019 AND ACCEPTED ON (Date) 11/12/2019

A. NAME AND TITLE (Type, print or stamp)

Rachel Almeida - Building Management Specialist

**11. SECOND CERTIFICATION (Optional)**

THIS IS TO CERTIFY THAT THE GOODS AND/OR SERVICES DESCRIBED HAVE BEEN ACCEPTED.

A. NAME AND TITLE (Type, print or stamp)

Amanda Sweeney - Property Manager

B. CORRESPONDENCE SYMBOL

9PFS

C. TELEPHONE NUMBER

415-436-7950

B. CORRESPONDENCE SYMBOL

9P3PSFJ

C. TELEPHONE NUMBER

(415) 522-3315

E. SIGNATURE

F. DATE SIGNED

11/14/2019

E. SIGNATURE

F. DATE SIGNED

11/15/2019

## Acquisition Plan

Work Location: SFFB CA0305ZZ Date: 8/26/2019

Description / Project: SFFB Additional Security Lighting

Estimate Amount: 9500

Type of Solicitation: Service (EP)

Funding: ☐ BA54 ☒ BA61 ☐ BA80 RCA/RWA #: \_\_\_\_\_

Is Requirement Inherently Governmental? ☐ Yes ☒ No

Competition: ☐ IDIQ ☐ OPEN ☒ Sole Source - O&M Contractor

Set-Aside: Small Business

### Acquisition Strategy/Potential Sources:

Direct Award to incumbent OM contractor as follow on work under the additional services clause

### Use of Mandatory Sources Considered per FAR Part 8: Req'd Sources of Supplies/Services

Sole Source J&A Req'd: ☐ Yes ☒ No

Post in Public Place: ☐ Yes ☒ No (Contracts \$10,000-\$25,000)

Req'd to Advertise: ☐ Yes ☒ No Must be posted to FedBiz Ops if over \$25k. Unless not req'd by regulation.

Payment Bond: ☐ Yes ☒ No (Construction \$35,000 & Up)

Wage Determination: ☐ Davis-Bacon ☒ Services Contract Act ☐ N/A

Basis of Award: ☒ Price ☐ Price & Other Factors

### Planned Milestones / Estimated Dates

Solicitation Issue Date: 8/27/2019

Solicitation Closing Date: 8/30/2019

Contract Award Date: 9/27/2019

Period of Performance: 120 days from NTP

e-Signed by amanda sweeney  
on 2019-09-18

Contracting Officer

Rachel Almeida

Prepared by

2019-09-18

Date

8/27/2019

Date



GSA PBS, Region 9  
Sansome Street Field Office  
90 7th St, Room 3-3510, San Francisco, CA 94103

09/18/2019

Urban Services Group  
120 HAMMOND DR  
ATLANTA, GA 30328-4806

Delivery Order Number: 47PK1619F0080  
Project Name: SFFB Security Lighting for Annex and Cafe

In accordance with the Definitions and the Authorities and Limitations clauses of the contract, the following individual has been designated the Contracting Officer's Representative (COR) for the subject contract:

Rachel Almeida  
General Services Administration, Sansome Field Office  
90 7th street San Francisco, CA 94103  
Phone Number: 415-436-7950

The Contracting Officer has the overall responsibility for the administration of this contract. He/she alone without delegation is authorized to take actions on behalf of the Government; interpret, amend, modify or deviate from the contract terms, conditions, requirements, specifications or details; approve progress schedules; issue stop work orders; issue final decisions regarding contractor claims or issues under dispute; and terminate the contract for the convenience of the Government or for default.

**The Contracting Officer's Representative (COR) will assist the Contracting Officer in the administration of the contract and will be responsible for, but not be limited to: convening the pre-construction conference; coordinating with other Government agencies and GSA organizations; inspecting the work to assure contract compliance; monitoring contract progress; providing technical direction and assistance to the contractor; reviewing and authorizing progress, partial and final payment requests; reviewing claims of delay and recommending extensions of time; reviewing notices of differing site conditions; determining the need for changes in the work; receiving the request for, and establishing the date of final inspection; and receiving and reviewing contractor's claim.**

Upon receipt of this letter, you are requested to immediately contact Rachel Almeida in regards to security clearances. One copy of the security clearance documents was issued with your award package. These documents are to be completed for each proposed contract employee and shall be submitted to the COR no later than ten (10) days after award. Please contact the COR to determine whether you or GSA will be responsible for conducting the fingerprinting process.

Additional forms for replacement employees will be provided by the COR. Any employee hired after performance starts under this contract must have the documents submitted to the COR thirty (30) days prior to the employee starting work. These forms must be completed accurately and thoroughly before employment under the contract. No employee or subcontractor may begin work under this contract without approved security clearance being received. Failure to do so may result in the contract being "Terminated for Default". The COR reserves the right to require the contractor to resubmit the documents at any time. If requested by the COR, the forms must be submitted within three working days of receiving the request. Failure to provide the documents within the specified time period will result in removal of the employee until the documents are submitted, reviewed, and approved. The Government shall have and

exercise full and complete control over granting, denying, withholding, and terminating clearance for any employee.

**A NOTICE TO PROCEED (NTP) WILL NOT BE ISSUED UNTIL THE COR HAS OFFICIALLY NOTIFIED THE CONTRACTING OFFICER THAT APPROVED SECURITY CLEARANCES FOR PROPOSED EMPLOYEES HAVE BEEN RECEIVED. PERMANENT CONTRACT STAFF WILL NOT BE ALLOWED TO WORK IN FEDERALLY CONTROLLED SPACE PRIOR TO OBTAINING THE APPROPRIATE BACKGROUND INVESTIGATIONS.**

**Please advise the Contracting Officer's Representative in writing, within ten (10) days after award, the name of your superintendent who will be present at the site at all times during progress with authority to act for you.**

All correspondence including submittals must be fully identified by contract number, location, description and project control number. Submittals for approval shall also be identified by applicable drawing number and/or specification paragraph and must bear your stamp of approval in accordance with the contract requirement.

Your attention is called to the applicable portion of the contract documents which requires the submittal of a practicable progress schedule to the COR. This submittal should be made as soon as possible and within the period specified. The schedule should clearly differentiate between procurement of materials and actual construction. Proposed construction progress shall be summarized, for each period not to exceed a calendar month as a percentage of the total value of the contract. Progress schedule updates shall be submitted to the COR weekly (or more often if available). In addition to this period total there shall be indicated a cumulative total progress to date. Any adjustments in contract time, approved by the Contracting Officer, shall be submitted with each request for partial payment.

To expedite partial and final payments, please submit a cost breakdown in the exact order of the work sections of the contract specifications. All overhead and profit, including cost of bonds, shall be prorated over the various work items of the breakdown so as to reflect the total lump sum contract amount.

If you have any questions or need additional information, please contact me at 415-522-3315 .

Sincerely,

e-Signed by amanda sweeney  
on 2019-09-18

Amanda Sweeney  
Contracting Officer



General Services Administration  
R9 Sansome Field Office PBS  
90 7th street San Francisco, CA  
94103.

09/18/2019

URBAN SERVICES GROUP, INC  
120 HAMMOND DR  
ATLANTA, GA 30328-4806  
USA

**RE: Notice of Award and Notice to Proceed**

Dear Mr. Eric Flax

**This letter shall serve as your written Notice of Award and Notice to Proceed.** Your offer in the amount of \$ 9,539.91 has been accepted for Contract No. 47PK1619F0080 for the

SFFB Security Lighting for Annex and Cafe project located at 90 7 h street

in accordance with the Scope of Work.

The enclosed posters: Equal Employment Opportunity is the Law, "Employee Rights under the Fair Labor Standards Act (WH Publication 1088), "Employee Rights on Government Contracts" and "Employee Rights and Responsibilities Under the Family and Medical Leave Act" (WH 1420), along with applicable wage determinations, are to be displayed in a conspicuous place available to all employees performing work on this contract.

**Any changes and alterations to the scope of work, line items, or delivery time of this contract must be authorized in writing by the CONTRACTING OFFICER.** Otherwise, the contractor assumes all risks and consequences for performing work or changes requested by anyone not authorized to issue such order.

All invoices must be uploaded electronically via the Finance website at [www.finance.gsa.gov](http://www.finance.gsa.gov). If unable to upload, mail the invoice(s) to the following address:

**GSA, PBS Payment Branch (BCFA)**

**P.O. Box 17181**

**Fort Worth, TX 76102-0181**

Please mail a courtesy copy of invoice(s) along with GSA Form 1142, Release of Claims, to the following address:

Attn: Laura Rodriguez  
90 7th street San Francisco, CA 94103





General Services Administration  
R9 Sansome Field Office PBS  
90 7th street San Francisco, CA  
94103.

All correspondence and invoices for this contract must reference:

Contract/Delivery Order # 47PK1619F0080 &

Pegasys Document (ACT) # EP-47PK1619F0080

Upon completion of the project, please submit a GSA Form 1142, Release of Claims, which must be signed, witnessed and sealed by a certified notary. An original copy must be received by this office before final payment can be made: GSA, Attn Laura Rodriguez, 90 7th St, Room 3-3510, San Francisco, CA 94103.

For contractual issues, contact Amanda Sweeney the **contracting officer** at (415)522-3315

Rachel Almeida is designated to inspect the performance of this contract. Contact them prior to starting work for scheduling and coordination at **415-436-7950**

For billing questions, please contact **Laura Rodriguez at 415-436-8755**

Sincerely,

e-Signed by amanda sweeney  
on 2019-09-18

Amanda Sweeney  
Contracting Officer

Enclosures: Signed, GSA Form 300

[GSA Form 1142. Release of Claims](#)

Posters: [Equal Employment Opportunity is the Law](#)

[Employee Rights under the Fair Labor Standards Act](#)

[Your Rights under the Family and Medical Leave Act of 1993](#)

[Employee Rights on Government Contracts](#)



## Solicitation Memo

**Project Name:** SFFB Additional Security Lighting

**In Accordance with FAR 13.106-1 – Soliciting Competition**, this project was solicited orally by Rachel Almeida on 08/26/19 .

The point of contact with Urban Service Group was Danny Arbanas .

FAR 13.106-1

(c) ***Soliciting orally.***

**(1)The contracting officer should solicit quotations orally to the maximum extent practicable, if –**

(i) The acquisition does not exceed the simplified acquisition threshold;  
(ii) Oral solicitations is more efficient than soliciting through available electronic commerce alternatives; and

(iii) Notice is not required under 5.101.

(2) However, an oral solicitation may not be practicable for contract actions exceeding \$30,000.00 unless covered by an exception in 5.202.

# COST PROPOSAL

CONTRACT NO: <b>GS-P-09-14-KS-0017</b>		LOCATION: <b>San Francisco FOB</b>	<b>R43-439</b>
SUBMITTED TO: <b>Rachel Almeida</b>		PHONE NO: <b>(b) (6)</b>	COMPANY: Urban Services Group 120 Hammond Drive, Atlanta GA 30328
			DATE: <b>8/30/2019</b>

DESCRIPTION OF WORK (SECTION I)	

Install Five Led floods on mission side of Annex for security , and on on sout east back side of Café.

MATERIALS/EQUIPMENT/SUPPLIES-CONTRACTOR COSTS (SECTION II)	
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ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
	Led Flood Lights	(b) (4)			
	Mounting Bracket / Arms				
	Materials				
		STATE SALES TAX			
		SHIPPING AND HANDLING			
		SUB-TOTAL			

### LABOR COSTS (SECTION III)

IN HOUSE LABOR	ESTIMATED HOURS	UNIT	HOURLY RATE	EXTENDED PRICE
Stationary Engineer	(b) (4)			(b) (4)
	IN HOUSE LABOR SUB TOTAL			
SUBCONTRACTOR COST				
	SUBCONTRACTOR SUB-TOTAL			

**TOTAL PRICE OF WORK ORDER (SECTION IV)**

PROPOSER'S SIGNATURE: (b) (6)	SUB-TOTAL (SECTION II)		(b) (4)
DATE: 8-30-2019	IN HOUSE SUB-TOTAL (SECTION III)		
	SUBCONTR SUB-TOTAL (SECTION III)		
	SUBTOTAL		
	LESS THRESHOLD AMOUNT		
	SUBTOTAL		
	Standard Coefficient	(b) (4)	
	SUBTOTAL		
*APPROVAL TO PROCEED:	Total		
DATE:	REIMBURSABLE AMOUNT	\$9,539.91	

**\*THIS PROPOSAL IS GOOD FOR A PERIOD OF 30 DAYS FROM THE DATE OF THE PROPOSAL**

**"GOV'T AUTHORIZATION SIGNATURE FOR APPROVAL TO PROCEED IS MANDATORY"**

\*\*\*Work will not begin until a GSA Form 300, D-7 confirmation, or credit card form has been provided.





# West-Lite Supply Co., Inc.

For All Your Lighting Needs

PHOENIX, ARIZONA  
1150 W. Alameda, Suites 1 & 2  
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Fax: 480-966-3166

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CORPORATE HEADQUARTERS  
12951 166th Street, Cerritos, CA 90703  
Phone: 800-660-6678  
Fax: 562-802-0154

CINCINNATI, OHIO  
10468 Chester Road  
Woodlawn, OH 45215  
Phone: 888-333-2973  
Fax: 513-563-2950

SAN FRANCISCO, CALIFORNIA  
30510 San Antonio St.  
Hayward, CA 94544  
Phone: 800-344-1133  
Fax: 510-487-2368

www.west-lite.com  
@WestLiteSupply

LEXINGTON, KENTUCKY  
737A Werns Drive  
Lexington, KY 40504  
Phone: 888-820-5483  
Fax: 859-233-0996



## Quote Form

Date: 8/27/2019

Customer: URBAN SERVICES

Address: 7th & MISSION STREETS,

City, Zip: SAN FRANCISCO, CA 94103

Attention: \_\_\_\_\_

Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

DANNY ARBANAS

(b) (6)

DArbanas@urbanservicesgroup

Qty	Model No. or Description	NAED Code	Mfg.	Price Each
	200 WATT OPTION			
	FIXTURE			
(b) (4)	LL-SL1MD-200WD-5000-FL60-UNV-BRN-SF	UNV	LINMORE	(b) (4)
	MOUNTING BRACKET/ARM			
(b) (4)	E200S026F		LINMORE	(b) (4)
	5-YEAR REPLACEMENT WARRANTY			
				Subtotal
				Freight In
				Delivery
				Sales Tax
				Total

Delivery: 2 TO 4 WEEKS FROM RECEIPT OF ORDER.

Comments: \_\_\_\_\_



RELEASE OF CLAIMS

The undersigned contractor, pursuant to the terms of Contract No. GS09P15KSA7001/47PK1619F0080  
between the United States of America and said contractor for the installation of security lighting for Annex and  
Cafe. PDN # EP-47PK1619F0080. \$9,539.91  
located at San Francisco Federal Building, San Francisco CA

hereby release the United States from any and all claims arising under or by virtue of said contract or any modifica-  
tion or change thereof except as follows: *(Here list any claims against the Government and the amounts thereof.*  
*If none, so state.)*

NONE

Witness the signature and seal of the undersigned this 13th day of NOVEMBER 2019

CONTRACTOR

WITNESS:

(b) (6)

120 HAMMOND DRIVE  
ATLANTA, GA 30328

(Address)

URBAN SERVICES GROUP, INC. (Seal)  
(Print or type)

(b) (6)

PRESIDENT

(Official Title)